

**Department of Personnel Administration  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> State Holidays in 2005 for Excluded Employees	<b>REFERENCE NUMBER:</b> 2004-057
<b>DATE ISSUED:</b> 10/15/04	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Personnel Officers  
Employee Relations Officers**

**FROM:** Department of Personnel Administration  
Policy and Operations Division

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The following chart shows the 2005 holiday schedule for excluded State employees.

<b>2005 Holiday Schedule – Excluded Employees</b>	
Saturday, January 1	New Year's Day*
Monday, January 17	Martin Luther King Jr. Day
Saturday, February 12	Lincoln's Birthday*
Monday, February 21	Washington's Birthday
Thursday, March 31	Cesar Chavez Day
Monday, May 30	Memorial Day
Monday, July 4	Independence Day
Monday, September 5	Labor Day
Monday, October 10	Columbus Day
Friday, November 11	Veteran's Day
Thursday, November 24	Thanksgiving Day
Friday, November 25	Day after Thanksgiving
Monday, December 26	Christmas Day** (observed)
* When a holiday falls on a Saturday, Holiday Credit provisions apply. (See <a href="#">PML 2000-07</a> if you need clarification of Holiday Credit provisions.)	
** When a holiday falls on a Sunday, it's observed the following Monday.	

In addition to the holidays listed in the above chart, excluded employees receive one personal holiday per fiscal year.

To be eligible for a personal holiday, an employee must either be: (a) appointed to a class that requires a probationary period; (b) appointed to an exempt position where leave credits are earned; or (c) appointed to a Career Executive Assignment (CEA) for more than six months. Once eligible employees complete six months of their initial probationary period, they are credited with a personal holiday for the current fiscal year. Thereafter, the personal holiday is credited on July 1 for each fiscal year.

Employees designated "E" are ineligible to receive a personal holiday (e.g., Seasonal Clerk).

Personnel staff with questions about this memo should contact our Personnel Services Branch at the phone number or e-mail address listed on the front page.

/s/Jerri Judd

Jerri Judd, Manager  
Personnel Services Branch